



THE COMMUNICATOR

Grant County Employee Newsletter

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In this quarter's issue...

Budget Repair Bill Update
Office visit co-pay deadline

Grant County Fair
Foster Parents Needed
Service Anniversaries
Workplace Violence Policy

Heat-Related Illness Prevention
Summertime Word Find
Office Co-pay Reimb. Policy/Form

Budget Repair Bill Update

The passing of the budget repair bill brings many changes along with uncertainty and anxiety. Some changes will start immediately while some will be more controlled and brought forth in a manner which will be communicated clearly to staff before implementation. Below you will find the most immediate changes:



Joyce Roling,
Personnel
Director

- The bill will become law effective June 29, 2011
- The union dues deductions from employee paychecks stop immediately on the first payroll following June 29th. (We still need to confirm questions regarding the WPPA union employees and transit employees).
- WRS contributions from employees (5.8%) will be made pre-tax for federal and state, but not for FICA. The Department of Administration will determine the date of when the mandated contributions will take effect. We will keep you posted. (There are exemptions for protected Public Safety employees and transit employees).

In the future, there will likely be changes in our health insurance plan. However, an effective date has not been determined. The county wants to have continuity within our benefits and policies as well. We are reviewing the language in contracts and the employee handbook and once the comparison is done, the county will determine which policies will be revised and who it will affect. In the meantime, as you have questions, please let me know via e-mail (jroling@co.grant.wi.gov). I will collect the questions and put together a frequently asked questions document and keep you informed as we go along.

On a side note, at our last Executive Committee meeting (06/15/2011), John Patcle stated that *"Grant County has a tremendous amount of good employees and it is not the county's wish to take away all of their benefits"*. Robert Keeney reiterated that *"just because you can take away benefits, doesn't mean you should"*.

\$10 Office Visit Co-pay Reimbursement Requests

The next deadline for submitting reimbursement request forms to the Personnel Department is **July 11th**. Payment will be made within fifteen days after the request deadline or as soon as reasonably possible. Please contact the Personnel Office with any questions.



Plan to attend
the 156th
Grant County Fair
Aug. 14th – 21st

www.grantcountyfairwi.org



Foster Parents Needed

Share the gift of Family. Help area teens by providing nurturing support, guidance and a safe place to stay. Become a foster parent for even a few years and make a lifetime of difference. For more information, contact the Grant County Department of Social Services at 608-723-2136.

Service Anniversaries (5 year increments)

Kim Spease, 30 years on July 17
Linda Roesch, 30 years on August 24

Ruth Rotramel, 25 years on July 7
Rita White, 25 years on July 7
William Knotwell, 25 years on July 9
Jon Knautz, 25 years on July 14
Mary Koenen, 25 years on July 14
Randall Chambers, 25 years on August 4
Beverly Hampton, 25 years on August 25
Lisa Myers, 25 years on September 4

Anthony Sheckles, 15 years on August 26
Peter Janisch, 15 years on September 3
Robin Vance, 15 years on September 13

Heather Lund, 10 years on July 17
Judith Mahlkuh, 10 years on August 28
Kevin Graf, 10 years on September 10
Diana McPhail, 10 years on September 13

Teresa Lucey, 5 years on July 11
James Dresen, 5 years on July 17
Tonya Mish, 5 years on July 26
Ashley Eng, 5 years on August 10
Mark Udelhofen, 5 years on August 16
Jennifer VanNatta, 5 years on August 30
Jennifer Wagner, 5 years on September 7
Joyce Weadge, 5 years on September 27

Congratulations on reaching these milestones!
Thank you.

WORKPLACE VIOLENCE POLICY

Grant County is committed to providing a work environment that is free from violence. Any acts or threatened acts of violence will not be tolerated. Anyone engaging in violent behavior will be subject to discipline, up to and including termination, and may also be personally subject to other civil or criminal liabilities.

This policy requires the combined efforts of all employees to enforce. Employees will report any act of violence or any threat of violence to their supervisor. All such reports will be fully investigated. Employees who find it necessary to obtain a restraining order, injunction against harassment, order of protection or any other court order designed to prevent acts of violence or harassment from local judicial or law enforcement agencies, should immediately notify their supervisor and the Personnel Director. Every effort will be made to keep employees safe at work.

Supervisors, managers and/or directors will take the workplace violence concerns of employees seriously. They will trust the instincts of employees who are worried or fearful of another employee or customer. They will bring bizarre, erratic, or aggressive employee/citizen behavior to the attention to the Personnel Director. Swift corrective and/or disciplinary action will be taken as necessary to stop aggressive behavior. Employee dismissals will be handled in as positive and forward-looking a manner as possible to avoid and/or deter aggressive retaliation. Law Enforcement support will be obtained as necessary to ensure workplace safety.

Workplace violence is any act or threat (either verbal or implied) of physical violence, including intimidation, harassment, and/or coercion, which involve or affect, Grant County employees or which occur on Grant County property.

Acts or threats of violence include, but are not limited to, the following:

- All threats or acts of violence occurring on Grant County property regardless of the relationship between Grant County and the parties involved in the incident.
- All threats or acts of violence occurring off Grant County premises involving someone who is acting in the capacity of a representative of Grant County.
- All threats or acts of violence occurring off Grant County premises involving an employee of Grant County if the threats or acts affect the legitimate interests of Grant County.
- Any acts or threats resulting in the conviction of an employee or agent of Grant County, or an individual performing services on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the interest and goals of Grant County.

Specific examples of conduct, which may be considered threats, or acts of violence include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening an individual or his/her family, friends, associates, or property with harm.
- The intentional destruction or threat of destruction of county property.
- Harassing or threatening phone calls.
- Harassing surveillance or stalking.
- The suggestions or intimation that violence is appropriate.
- Possession or use of firearms or weapons.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the County except by authorized law enforcement officers.

Grant County's prohibition against threats and acts of violence applies to all persons involved in the departments operation, including Grant County personnel, contract and temporary workers, and anyone else on Grant County property. Violations to this policy will lead to disciplinary action that may include termination, arrest and prosecution.

Employees should learn to recognize and respond to behaviors by potential perpetrators that may indicate a risk of violence. All suspicious individuals or activities should also be reported as soon as possible to your supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Employees shall place safety as the highest concern, and shall report all acts or threats of violence immediately. Every employee and every person on Grant County property is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to your immediate supervisor or the Personnel Director.

Any employee who believes that he/she has been the subject or has been a witness of workplace violence should immediately report the matter to his/her immediate supervisor or the Personnel Director. Employees are expected to cooperate with the investigation of any workplace violence incidents. Employees who fail to cooperate with an investigation or who gives false information will be subject to disciplinary action, up to and including termination of employment.

It is the policy of Grant County to investigate reports of workplace violence for all acts occurring on county property or against an employee acting in their capacity as an employee. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety, the County may suspend employees pending the investigation.

It is the responsibility of managers and supervisors to make safety their highest concern. When made aware of a real or perceived threat of violence, management shall immediately inform the Personnel Director. Management shall conduct a thorough investigation and take specific actions to help prevent acts of violence.

Nothing in this policy alters any other reporting obligation established by Grant County policies, or in state, federal, or other applicable law. (Approved January 20, 2000)

Anyone wishing to have a specific subject discussed in a future newsletter may contact Joyce Roling at 723-2045.

Tips for Preventing Heat-Related Illness (Submitted by the Grant County Health Department)

- Drink more fluids (nonalcoholic), regardless of your activity level. Don't wait until you're thirsty to drink. Warning: If your doctor generally limits the amount of fluid you drink or has you on water pills, ask him/her how much you should drink.
- Don't drink liquids that contain alcohol or large amounts of sugar—these actually cause you to lose more body fluid.
- Stay indoors and, if at all possible, stay in an air-conditioned place. If you do not have air conditioning, go to the shopping mall or public library—even a few hours will help.
- Take a cool shower or bath.
- Wear lightweight, light-colored, loose-fitting clothing.
- NEVER leave anyone in a closed, parked vehicle.
- Visit elderly neighbors and relatives who do not have air conditioning

If you must be out in the heat:

- Limit your outdoor activity to morning and evening hours.
- Cut down on exercise.
- Try to rest often in shady areas.
- Protect yourself from the sun by wearing a wide-brimmed hat, sunglasses and by putting on sunscreen of SPF 15 or higher, the most effective products say "broad spectrum" or "UVA/UVB protection."



Summertime

Mowing Lawns
Parks
Picnics
Relaxing
Road Construction
Sandals

Shorts
Sparklers
Summer
Sun Block
Sweet Corn
Swimming

Thunder
Tubing
Vacation
Watermelon
Water Parks
Yard Work

Air Conditioning
Amusement Parks
Baling Hay
Bicycling
Boating
Canning
Canoeing
Carnivals
Cookouts
Fairs
Family Vacation
Farmers Market
Festivals
Fireworks
Fishing
Flip Flops
Fresh Produce
Gardening
Gnats
Grilling
Heat
Hiking
Humidity
Lightening
Lightening Bugs
Mosquitoes

O	D	I	A	A	C	C	R	O	A	D	C	O	N	S	T	R	U	C	T	I	O	N
I	V	D	N	E	L	S	M	S	I	M	L	S	G	N	I	E	A	L	O	S	A	S
W	L	N	A	V	M	T	S	I	R	B	U	U	L	G	N	C	L	A	O	A	R	S
I	A	I	E	M	T	I	Y	T	C	E	B	S	T	A	N	G	G	A	L	H	A	A
R	S	T	R	O	H	S	A	G	O	G	M	A	E	D	V	G	N	I	H	S	I	F
I	T	R	E	D	N	U	H	T	N	N	R	M	S	M	S	I	I	S	T	W	T	S
L	E	I	L	R	B	C	G	I	D	I	M	H	U	N	E	O	N	K	I	E	A	S
P	G	V	A	I	M	N	N	C	I	L	M	O	U	S	G	N	E	R	F	E	C	G
T	I	A	X	A	C	E	I	A	T	C	O	M	W	M	E	M	T	A	A	T	R	T
I	E	C	I	H	T	I	L	N	I	Y	S	S	I	I	I	Y	H	P	M	C	O	F
O	G	A	N	H	I	A	A	O	O	C	E	D	P	W	N	D	G	R	A	O	T	S
V	F	T	G	I	C	K	B	E	N	I	O	C	C	A	S	G	I	E	E	R	E	I
S	R	I	A	F	C	O	I	I	I	B	T	H	U	A	R	G	L	T	W	N	K	F
L	L	O	R	E	D	S	A	N	N	R	I	A	N	D	N	K	F	A	Y	A	R	S
L	S	N	D	E	H	R	R	G	G	C	U	C	C	I	O	N	L	W	W	P	A	L
S	G	Y	E	S	W	A	A	O	N	E	Q	S	T	A	S	R	I	E	E	N	M	A
X	Y	N	N	C	O	O	K	O	U	T	S	A	K	A	V	S	P	N	R	K	S	V
A	G	N	I	L	L	I	R	G	K	R	O	W	D	R	A	Y	F	H	G	S	R	I
I	S	U	N	B	L	O	C	K	S	B	M	T	L	N	A	N	L	M	S	L	E	T
I	A	O	G	O	U	A	I	F	S	R	S	A	D	I	C	P	O	I	E	E	M	S
S	E	S	S	S	I	T	D	E	L	L	L	A	M	L	G	I	P	B	M	G	R	E
K	H	E	A	M	A	N	N	G	E	R	L	G	I	W	V	E	S	A	O	A	A	F
O	E	R	H	G	A	I	X	A	S	S	S	U	S	P	H	K	N	E	S	A	F	C



Office Co-pay Reimbursement Policy

Grant County will reimburse employees for eligible \$10 office co-pays for themselves and dependents covered under Grant County Health Insurance above and beyond twelve per plan that occur between January 1 and December 31 of each year. The first twelve office co-pays are the responsibility of the employee.

The following information is required to be received in the Personnel Office before reimbursement is made.

- Reimbursement request form (located on the back of this page)
- Proof of office co-pays paid by employee's with service dates, including the first twelve. The proof of payment can be in the form of a receipt or an official statement from the physician's office.

The Personnel Office will accept reimbursement requests on the following dates: April 10, July 10, October 10, and January 15 (for the prior years office co pays). Requests received after this date for the prior years co-pays will be forfeited. Reimbursement will be made within fifteen days or as soon as reasonably possible.

Please note: The IRS regulations for section 125 reimbursement (EBC FLEX) does not allow an individual to deduct pre-tax any reimbursement that will be made by both the employer and EBC FLEX. The most you can deduct from your check for EBC Flex will be for your first twelve office visits, which is your responsibility to pay.

OFFICE CO-PAY REIMBURSEMENT REQUEST FORM

Name: _____

Address: _____

Phone Number: _____

Department: _____

Office visit dates – First Twelve (Not eligible for reimbursement)			
1.	2.	3.	4.
5.	6.	7.	8.
9.	10.	11.	12.

I understand that I am responsible for the first twelve office co-pays in each year.

Office visit dates - Beyond First Twelve (Eligible for reimbursement)			
13.	14.	15.	16.
17.	18.	19.	20.
21.	22.	23.	24.
25.	26.	27.	28.
29.	30.	31.	32.
33.	34.	35.	36.
37.	38.	39.	40.
41.	42.	43.	44.
45.	46.	47.	48.
49.	50.	51.	52.
53.	54.	55.	56.
57.	58.	59.	60.
61.	62.	63.	64.
65.	66.	67.	68.
69.	70.	71.	72.
73.	74.	75.	76.
77.	78.	79.	80.
81.	82.	83.	84.
85.	86.	87.	88.
89.	90.	91.	92.

I certify that the above are accurate and **proof of office visits and dates are attached**.
Fraudulent claims may lead to immediate termination of employment.

Signature

Date